

**RFQ # 14-012-26**  
**REQUEST FOR QUALIFICATIONS**  
**MEMPHIS MPO PEDESTRIAN FACILITIES INVENTORY**  
**FOR**  
**SHELBY COUNTY, TENNESSEE AND SURROUNDING AREAS**

Shelby County Government (the County), an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of one or more consultant firms to provide professional services for the development of a comprehensive Geographic Information Systems (GIS) inventory of public pedestrian infrastructure within the Metropolitan Planning Area (MPA) of the Memphis Urban Area Metropolitan Planning Organization (Memphis MPO). The County is issuing this Request for Qualifications (RFQ) to solicit written proposals from consultants or consultant teams who are interested in providing such services. Based on an evaluation of responses to this RFQ, a consultant will be selected and invited to participate in further discussions and negotiation of a contract agreement for the requested services.

**GENERAL INFORMATION:**

The Memphis MPO is the regional transportation planning organization for Shelby County, TN, Desoto County, MS, and portions of Fayette County, TN and Marshall County, MS. The Memphis MPO is responsible for working with local, state and federal agencies, the private sector, citizens and stakeholders to plan coordinated transportation systems designed to move people, goods and services affordably, efficiently and safely throughout the MPO area. The Memphis MPO was established by the federal government to ensure that transportation decisions within the MPO area are performed in a continuing, comprehensive and cooperative process.

The Memphis MPO has committed itself to creating a comprehensive multi-modal strategy that includes bicycling and walking as integral parts of the transportation infrastructure. The MPO's vision seeks to take advantage of the benefits that bicycling and walking can offer to the region, such as greater mobility, lower transportation costs, safer streets, cleaner air, less traffic congestion, lower healthcare costs, and greater quality of life. The Memphis MPO Regional Bicycle and Pedestrian Plan is intended to help turn this vision into reality, by identifying opportunities for enhancing bicycle and pedestrian travel within the region.

An important recommendation of the Regional Bicycle and Pedestrian Plan is that the Memphis MPO, working with its member jurisdictions, should develop a GIS-based inventory of all existing pedestrian facilities, including but not limited to: sidewalks, curb ramps, overpasses, off-street connectors, parks, recreational walkways, and hiking trails. This RFQ is intended to solicit interested respondents qualified to create this inventory, based on any existing data sets and collection of new data.

**Project Background:**

The selected consultant or consultant team will be expected to assist the Memphis MPO in analyzing existing data sets to determine the scope of new data to be collected. The Memphis

MPO estimates that existing pedestrian infrastructure data sets account for an estimated 50-60% of the roadway network for the planning area.

The following resources are available to assist consultant/team understanding of the Memphis MPO's multimodal planning process, the Regional Bicycle and Pedestrian Plan and its planned outcomes, and related data collection and planning efforts:

- Memphis Urban Area MPO website: [www.memphismpo.org](http://www.memphismpo.org);
- Regional Bicycle and Pedestrian Plan: <http://memphismpo.org/plans/multi-modal-plans/bike-ped-plan>;
- Direction 2040 Long Range Transportation Plan: <http://memphismpo.org/plans/long-range-plan-lrtp>;
- Mid-South Regional Travel Survey: <http://memphismpo.org/project/midsouth-regional-travel-survey>.

## **RESPONSES AND EVALUATION**

The maximum contract value for the services described in this RFQ is not expected to exceed \$95,000. Interested consultants should submit a Letter of Interest and Statement of Qualifications not to exceed twenty-five (25) pages in length. Proposals should include, but are not limited to, the following:

- Firm name, address, and telephone number.
- Point of contact: name and telephone number.
- Past experience specific to public infrastructure data collection and digitization, including experience in both remote and in-field collection methods.
- Overview of consultant team including clear statements of expertise in projects of this nature.
- Qualifications of staff and if applicable sub-consultants.
- Demonstrated ability to meet schedules without compromising sound professional practices.
- Statement of level of certified Locally Owned Small Business (LOSB) or Disadvantaged Business Enterprise (DBE) participation.
- Statement of compliance with Title VI and other applicable statutes providing for non-discrimination in the performance of contracts with the County.
- Proposer's Shelby County Equal Opportunity Compliance (EOC) certification number, if applicable.
- At least three (3) project references.

The following guidelines for communication; have been established to ensure a fair and equitable process for all respondents:

Respondents requesting additional information or clarification are to contact Nelson Fowler in writing at [nelson.fowler@shelbycountyttn.gov](mailto:nelson.fowler@shelbycountyttn.gov) or at the address listed above. ***IN ORDER TO PREVENT AN UNFAIR ADVANTAGE TO ANY RESPONDENT, VERBAL QUESTIONS WILL NOT BE ANSWERED. The deadline for submitting questions will be by 12:00 P.M.(Central Time), Wednesday, January 8, 2014.***

**All written questions submitted by the deadline indicated above will be answered and posted on the County's website at [www.shelbycountyttn.gov](http://www.shelbycountyttn.gov) within forty eight (48) hours of the bid due date.**

Please be aware that contact with any other personnel (other than the person clearly identified in this document) within Shelby County regarding this Request for Qualifications may disqualify your company from further consideration.

### **Evaluation Process**

Submittals will be reviewed by a Review Committee that will identify the most qualified proposers. At the discretion of the Review committee, selected consultants may be interviewed to determine the most qualified firm or firms.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex and creed or national origin. Interested certified Locally-Owned Small Business firms, Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements.

### **Evaluation Criteria**

Submittals will be reviewed based on the following criteria:

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| • Firm and Staff Background, Capacity, and Qualifications   | 30% |
| • Experience with Similar Projects                          | 30% |
| • Demonstrated Ability to Complete Services                 | 20% |
| • Statement of Adherence to Title VI and Non-Discrimination | 5%  |
| • LOSB / DBE Participation Percentage                       | 5%  |
| • Proposer References                                       | 10% |

### **Development of Scope of Work**

Following a selection by the Review Committee, the Memphis MPO will work with the selected qualified respondent to develop a scope of work and fee schedule that will serve as the basis for a contract with the County for the performance of the requested services. The selection of a qualified respondent does not commit the County to award a contract.

## **Non-discrimination and Title VI**

The respondent hereby agrees, warrants, and assures compliance with the provisions of Title VI and VII of the Civil Rights Act of 1964 and all other federal statutory laws which provide in whole or in part that no person shall be excluded from participation or be denied benefits of or be otherwise subjected to discrimination in the performance of any contract with Shelby County Government or in the employment practices of the contractor on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee State Constitutional or statutory law. The contractor shall upon request show proof of such non-discrimination and shall post in conspicuous places available to all employees and applicants notices of non-discrimination.

Any recipient entity shall be subject to the requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and regulations promulgated pursuant thereto. It shall develop a Title VI implementation plan with participation by protected beneficiaries as may be required by such law or regulations. To the extent applicable, such plan shall include Title VI implementation plans for sub-recipients of federal funds through the entity. The contractor shall produce the plan upon request of Shelby County Government. Failure to provide same shall constitute a material breach of contract.

## **Disclosure of Response Contents**

Provider understands and acknowledges that the County is a governmental entity subject to the laws of the State of Tennessee and that any reports, data, or other information supplied to the County is subject to being disclosed as a public record in accordance with the laws of the State of Tennessee. All qualifications and other materials submitted become the property of Shelby County Government. All response information will be held in confidence during the evaluation process and before the time of a Notice of Intent to Award is issued. Thereafter, responses will become public information.

## **Submitting Qualifications**

Firms may request consideration by submitting an original, three copies, and two CDs of a letter of interest and statement of qualifications to Mr. Nelson Fowler, Manager A, Purchasing Department, Shelby County Government, 160 North Main Street, Suite 900, Memphis, TN 38103.

**All qualifications must be received by Mr. Fowler's office on or before 4:00 PM (Central Time) Friday, January 17, 2013**